



State of New Mexico
Classification Description

NEW MEXICO WORKS INTERNSHIP

General Summary

Under the Temporary Assistance for Needy Families (TANF) Career Link and Wage Subsidy Programs, participants gain work experience in the participants' desired field of employment with the goal of securing unsubsidized employment before the term of their program. The purpose of these programs is to improve the quality of life for parents and children by increasing family income, resources and support.

Career Link Intern

Jobcode: CLIN76

Pay Band: 25

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Participants in this classification will be placed into part-time private industry employment. Duration of position cannot exceed 6 months.

Recommended Education and Experience for Full Performance

Must be an active TANF recipient; must be in good standing with New Mexico Works and Child Support Enforcement Division; must have documents to verify eligibility to work; must be available to work 18 to 20 hours per week.

Minimum Qualifications

Must be an active TANF recipient; must be in good standing with New Mexico Works and Child Support Enforcement Division; must have documents to verify eligibility to work; must be available to work 18 to 20 hours per week.

Essential Duties and Responsibilities*

- Performs entry level work and tasks under close supervision and mentorship.
- Placements and duties will align with applicants' career plan and work experience.
- Candidates are hired into part-time (18 to 25 hours per week) private sector jobs.
- These employments will be tailored to match individual career goals.
- Perform entry level work and tasks under close supervision and mentorship.
- The candidate must successfully and regularly meet work experience expectations as set by their career consultant and work site supervisor.

Wage Subsidy Intern

Jobcode: WSIN76

Pay Band: 25

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Participants in this classification are placed into full-time government agency employment. Duration of position cannot exceed 12 months.

Recommended Education and Experience for Full Performance

Minimum of an 8th grade education; must be an active TANF recipient; must be in good standing with New Mexico Works and Child Support Enforcement Division; must have documents to verify eligibility to work; must be able to work 32 to 40 hours per week; must have at least two months remaining out of TANF Lifetime Limit.

Minimum Qualifications

Minimum of an 8th grade education; must be an active TANF recipient; must be in good standing with New Mexico Works and Child Support Enforcement Division; must have documents to verify eligibility to work; must be able to work 32 to 40 hours per week; must have at least two months remaining out of TANF Lifetime Limit.

Essential Duties and Responsibilities*

- Perform entry level work and tasks under close supervision and mentorship.
- Placements and duties will align with applicants' career plan and work experience.
- Candidates are hired into full time (32 to 40 hours per week) jobs with government agencies.
- These positions last up to 12 months and are tailored to match individual career goals.
- The candidate must successfully and regularly meet work experience expectations as set by their career consultant and work site supervisor.

Bargaining Unit: N/A

Statutory Requirements: 8.102.462.8A NMAC

Conditions of Employment: Must be an active TANF recipient; must be in good standing with New Mexico Works and Child Support Enforcement Division; must have documents to verify eligibility to work.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 12/11/2020

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*